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|  | 🞂MUHAMMAD HASSAAN  SA 8/2,Satellite Town, Rawalpindi  Phone: 03315240046  E-mail: muhammadhassaan95@hotmail.com |

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|  | Personal Statement  Seeking to work in a dynamic organization with opportunities of learning and professional growth where I can channelize my skills and knowledge into practicality and to contribute in value creation.  Education   * Bachelors in Business Administration BBA from SZABIST Islamabad (expected to becompleted in 2018). GPA: 3.92 and CGPA: 3.90 * A-levels from Froebel’s International school and college ( 2013-2014) * O-levels from Froebel’s International school and college ( 2009-2012)   Experience   * Worked as an HR intern at Bestway Cements Limited. It involved working with the OD team in aspects of performance appraisal, data entry, employee engagement survey, talent development plan, policy making and employee recognition toolkit. * Worked as a team lead with a group of 4 to 5 people in organizing the following events: * Organized a seminar on retail management at the university. It included arranging the speakers, assigning tasks to team members and arranging logistics. * Organized a seminar on Public Speaking Anxiety and Interview Skills. * Organized a marketing extravaganza. It included arranging sponsors for the event, arranging for the logistics, coordinating with the media personnel and negotiating with the vendors. * Organized FROMUN at college. It included sending invites to various institutions, arranging sponsorships, negotiating with vendors. * Worked as a facilitator in National Research Conference organized at Szabist Islamabad. It included coordinating with the guests, providing logistical support, arranging meeting rooms etc.   My responsibilities regarding the above mentioned tasks revolved around:   * Monitoring the different teams and taking corrective action. * Maintaining coordination between the different teams. * Assigning roles to team members. * Arranging speakers for the seminars. * Assigning costs for various activities. * Developing proposals for various events. * Worked as an intern at Al-Harmain Group of Industries Ltd. It included overseeing various activities, communicating and coordinating with clients. * Worked as an intern at TAS Pharmaceuticals PVT LTD. It included working with the HR department and overseeing employee related activities like training and staffing.   Skills   * Online certification from Macquerie University Australia in Excel Essentials. * Good presentation skills; MS Word, PowerPoint * Good communication and coordination skills. * Report and Proposal development. * Teamwork   **Extra-Curricular**   * Member National Youth Parliament of Pakistan * Bronze medalist in “Race for a Reason” organized by WWF * Good at sports like badminton, cricket, basketball ,volleyball and bowling. |

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